

Human Resources Help Document

Employees Separating and Being Rehired Within 15 Days

When a Separation action is completed on a leave-eligible employee and the employee will be rehired with the state in a leave-eligible position within 15 days, some or all of the employee's leave will transfer to the new position. To avoid payroll errors during these situations, the following process should be completed:

1. Any quota balances that will follow the employee into the new position should be forfeited using Infotype 0416 upon separation. SCEIS will automatically forfeit or compensate Holiday Comp time once Time Evaluation recognizes the Separation action.
2. Any quota balances that will not follow the employee into the new position should be compensated or forfeited as appropriate.
3. Once the Rehire action has been completed, Infotype 0416 records for quota balances that transferred into the new position should be deleted to reinstate the appropriate leave balances.

Example

Betty's last day on payroll as a non-exempt employee with the Department of Social Services (DSS) is July 10, 2015. She will begin working at the Department of Mental Health (DMH) on July 17, 2015.

In this situation, Betty's Annual and Sick leave will follow her into her new position at DMH, and her Holiday Comp time and Comp time will be compensated by DSS.

When DSS keys the Separation action, Infotype 0416 records need to be created as follows with July 10, 2015 as the effective date:

- Annual and Sick leave should be forfeited
- Holiday Comp time will be compensated automatically by the system (through Time Evaluation)
- Comp time should be compensated

When DMH keys the Rehire action, the following Infotype 0416 records need to be deleted:

- Annual and Sick leave

Note: Not all situations are covered in this document. If you have any questions on how to properly maintain quota balances for employees who will be rehired within 15 days of separation, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.